

In the Event of a School Emergency!

- Radio station "KFMB/STAR 100" will broadcast updates on **100.7 FM** or **760 AM**.
- **PUSD Emergency Updates**: check online for updates on school and attendance status.
(currently on PUSD site)
- **Map of Evacuation Centers**

Parents

Please allow emergency personnel full access to the emergency by remaining clear of the school.

Fire/ Police / Paramedics / Ambulance -- 911

Safety First

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What You Can Expect Schools to Do...

- All visitors on school campuses must report to the office and sign in and sign out.
- Students are released only to authorized persons. It is against the law for unauthorized persons or unwanted visitors to be on campus. Law enforcement will be contacted when needed.
- Your children will be instructed regularly in emergency procedures for earthquake and other disasters, and will have regularly scheduled opportunities to practice such maneuvers as "Duck, Cover, & Hold", building evacuation and campus lock-down drills..
- School buildings are designed and constructed to meet the highest earthquake standards and should withstand all but the most severe earthquake.
- All schools have active Safe School Councils, comprised of staff, parents, law enforcement and administration. The group meets regularly to review and exercise oversight of the School Safety Plan.

What You Can Do as Parents....

- ***Make certain that your children's school emergency card is accurately and completely filled out and returned to the school.*** Call the school office promptly to correct any obsolete information.
 - ***Communication*** will be vital in any type of emergency. We recommend that you complete this [**emergency card**](#) and keep it next to your home phones. Program these numbers into your cell phones.
- If your child needs regular medication at school (health office only), assure there is always a 3-4 day supply maintained at all times.
- Pack a water bottle and small snack daily.
- Discuss with your children the emergency training they have received at school, give your support by stressing its importance, and encourage them to cooperate with school staff members, both in practice drills and in the event of a real emergency.
- Formulate your own home emergency plans and teach your children what they should do as a part of it. Instruct them as to whom they should go for adult supervision if you are not available and as to what they should do if an emergency occurs when they are enroute walking to or from school.

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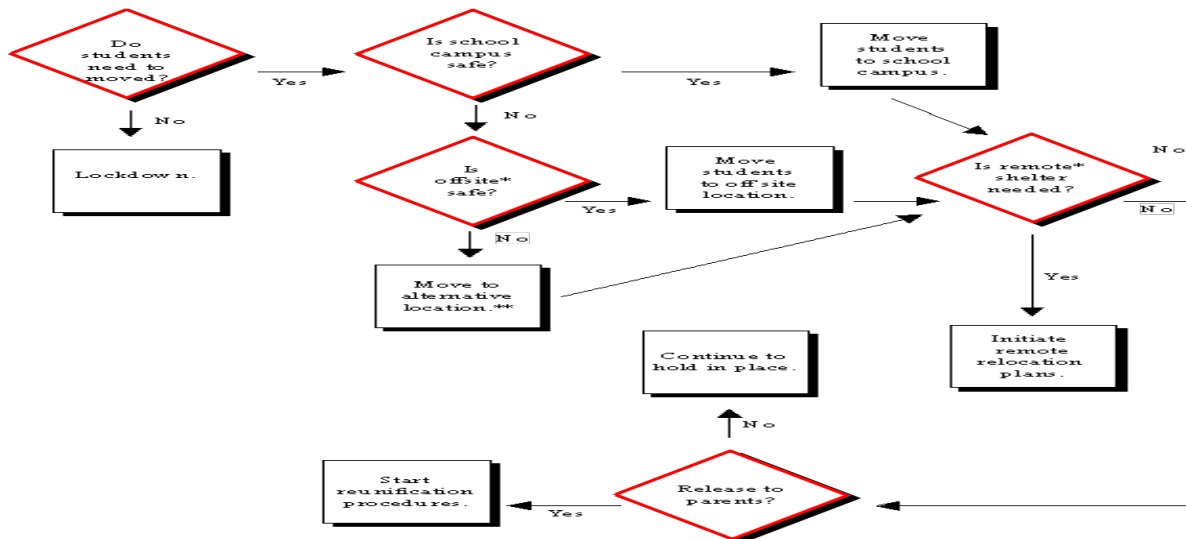
Evacuation requires all students and staff to leave the **building**. While evacuating to the school's field makes sense for a fire drill that only lasts a few minutes, it may not be an appropriate location for a longer period of time. See the [evacuation map](#) for the primary and secondary evacuation sites for your children's schools. **If you have children in more than one PUSD school they should end up in the same evacuation site.** In case of a wildfire emergency, the location to which students will be evacuated will be determined at the time of the emergency. Parents will be notified through the emergency voice/email system as to location and student reunification procedures.

Reverse evacuation occurs when students are outside and need to return to the building quickly.

Lockdowns are called for when a crisis occurs outside of the school and an evacuation would be dangerous. A lockdown may also be called for when there is a crisis inside and movement within the school will put students in jeopardy. **All exterior doors are locked and students and staff stay in their classrooms.**

Shelter-in-place is used when there is not time to evacuate or when it may be harmful to leave the building. Shelter-in-place is commonly used during hazardous material spills. **Students and staff are held in the building and windows and doors are sealed.**

Lockdown, Evacuation, or Relocation Decisions



* "Offsite" means off the school campus but in vicinity.
** "Remote" means a location further from the school than offsite location.
*** Be sure to prepare primary and secondary evacuation routes in advance.

Adapted from the San Diego school district.

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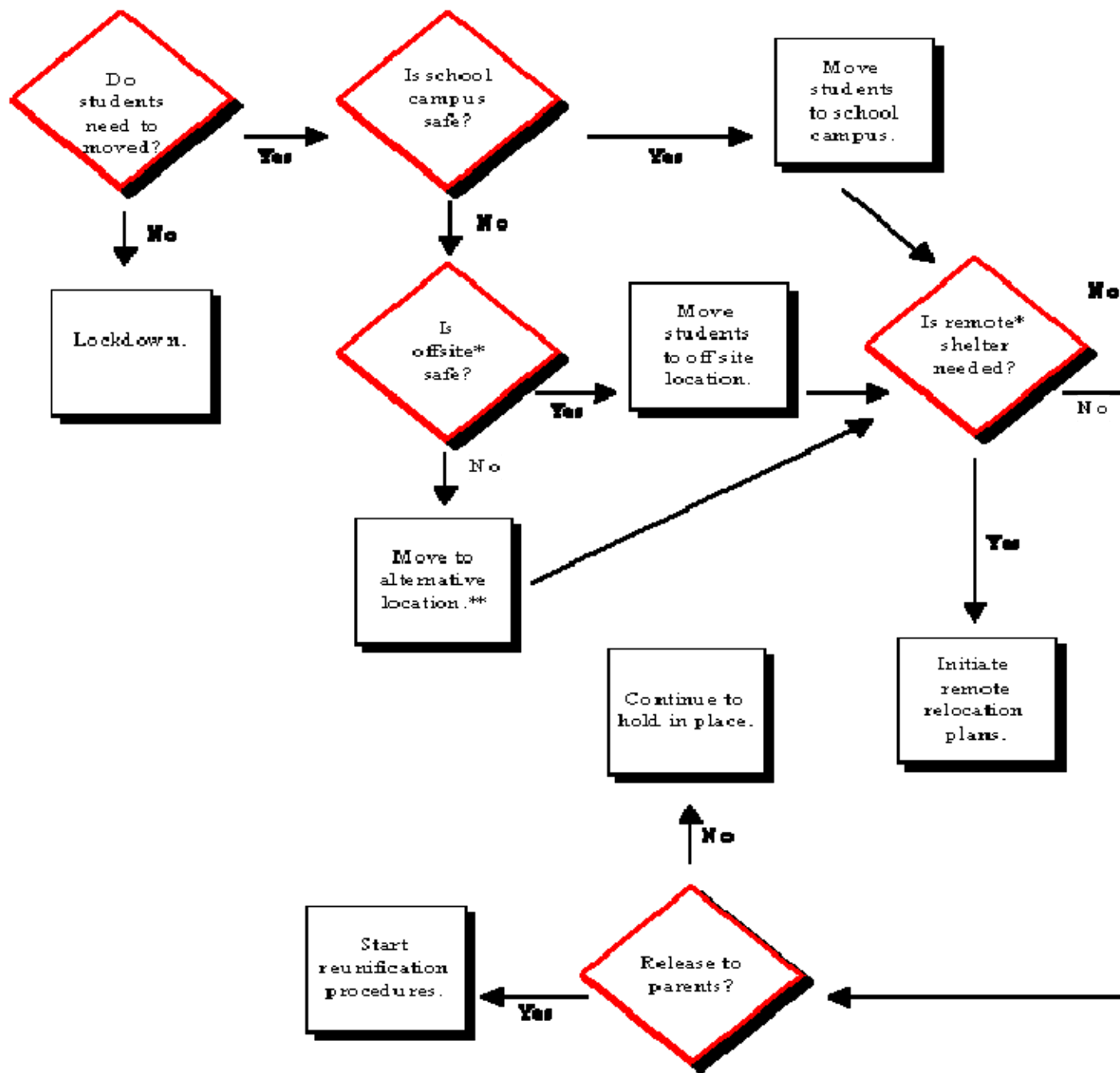
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Adapted from the San Diego school district.

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Bus Procedures During an Emergency

1. **If the bus is already on the road**, the driver will continue to the original destination, if possible, or report to the closest school where the principal will assume the responsibility for the students.
2. **If the bus is in the process of picking up students**, the driver will **CONTINUE** loading each scheduled school bus stop and proceed to the original destination or report to the closest school.
3. **If the bus is on the road delivering students to their home**, the driver will continue to the regular bus stop. If the driver is in doubt as to the extent of damage, he/she will not release the students off the bus. The driver will monitor the two-way radio for specific instructions. If the two-way radio is inoperable, the driver will report back to the school of attendance or the closest school possible.
4. **If the bus is in the process of a special assignment (such as an activity trip)**, the driver will proceed to the destination prescribed. If the driver is in doubt as to the extent of damage, he/she will not release the students off the bus. The driver will monitor the two-way radio for specific instructions. If the two-way radio is down, the driver should report back to the school.
5. **If a driver is in doubt as to the extent of damage**, the two-way radio is inoperable, and the route to a district school is not feasible, the driver will attempt to proceed to the nearest school or emergency station such as police or fire departments. The driver will remain stationary with the students if all else is impossible.

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School Reunification Procedures

Because we know that the safest place for your children in an emergency during the school day is on the school campus, children will be kept in the safest location on the school grounds until they can be reunited with their families, hopefully not more than 8 hours.

Law enforcement will determine when students will be released from school. Release of students will be determined by Priority Release forms. ***Individuals picking up children must be listed on the child's Priority Release form and must present a valid ID.*** Those children who are not called for by dusk will be transported to [Primary or Secondary Centers](#) for indefinite holding.

The evacuation of students from the school campus will be considered only when authorities have determined that occupation of the school campus is unreasonable due to unsafe conditions. Alternative sites have been designated in the event of an evacuation.

Students generally will not be sent home before dismissal time and, if conditions are severe enough, may be kept on campus until such time as it can be determined that it safe for students to return to their homes in the usual manner

Staff members work cooperatively with Law Enforcement, Fire Safety, Civil Defense, and the American Red Cross to assure collaboration in providing effective emergency services for the school and the community.

The first priority of every staff member will be to immediately account for and attend to the needs of every student.

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Earthquake or Structural Failure

- Students will be instructed to drop, cover and hold until it is safe to evacuate
- Building Evacuation
- Possible Site Evacuation (see [Evacuation Zones and Locations](#))

Information on [evacuation status](#) as well as school opening status.

Information on [reunification procedures](#).

Parents

Please allow emergency personnel full access to the emergency by remaining clear of the school.

Please allow evacuations to proceed in a timely manner.

While waiting for students to be released you may want to assess the damage to your home and check on neighbors.

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Fires and Wildfires

School Fire:

- Building Evacuation
- Possible Site Evacuation (see [Evacuation Zones and Locations](#))

Wild Fire:

- Possible [Shelter-in-Place](#)
- Possible Site Evacuation (see [Evacuation Zones and Locations](#))

[Evacuation and school opening status.](#)

[Reunification procedures.](#)

Parents

Please allow emergency personnel full access to the emergency by remaining clear of the school.

Please allow evacuations to proceed in a timely manner.

If jet or military aircraft are involved, maintain a safe distance -- a minimum of 400 yards -- as a precaution against continued explosions.

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Bus Accidents and School Bus Safety

School staff will work cooperatively with Law Enforcement, emergency personnel and hospitals to assure that all children are cared for and parents notified as quickly as possible.

Parents

Please allow emergency personnel full access to the emergency.

Monitor [emergency channels](#) for information.

Keep your phone lines open in case you need to be contacted.

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Weapons on Campus/Shootings/Anti-bullying Campaign

To anonymously **report** threats of violence that might impact our schools, phone 24 hour hotline:

- (858) 679-2686

In the event of a school shooting or act of violence:

- Possible [lockdown](#), [shelter-in-place](#)
- See [reunification procedures](#).

Anti-Bullying Campaign:

PUSD strives to provide a school climate that is free from bullying, harassment or discrimination in any form. Policies and procedures concerning harassment of students are distributed to parents, and student guides are viewed with students.

Weapons on Campus:

- It is a felony to possess any firearm or firearm replica on school grounds.
- It is a misdemeanor to possess any dirk, dagger, razor, taser or stun gun on school grounds.
- It is a misdemeanor and/or felony to possess, on school grounds, any knife with a blade that either locks into place or has a blade length of greater than 2 1/2 inches.
- It is a misdemeanor to possess any switchblade or gravity-activated knife with a blade length of two or more inches.
- Any weapons are either unlawful or in violation of the District's Zero Tolerance Policy. Examples include box-cutters and short-blade knives.

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Nuclear/Chemical/Plane Crash/Bomb Threat

Explosion:

- Possible shelter-in-place, site evacuation, or release to parents ([more information](#))
- see [Evacuation Zones and Locations](#)
- see [Emergency Release Procedures](#)

Bomb Threat:

- Campus will be searched and authorities notified
- Possible site [evacuation](#) (see [Evacuation Zones and Locations](#))

Chemical Spill:

- Possible [shelter-in-place](#)

Parents

Please allow emergency personnel full access to the emergency by remaining clear of the school.

Please allow evacuations to proceed in a timely manner.

If jet or military aircraft are involved, maintain a safe distance -- a minimum of 400 yards -- as a precaution against continued explosions.

Please use your language skills to update members of the community who do not speak English.

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Possible [Shelter-in-Place](#) or [Release to Parents](#).

For more information on [reunification procedures](#).

Monitor [Emergency Information](#) channels for updates.

See [Safety First](#) for more ways to prepare.

Parents

Please allow emergency personnel full access to the emergency by remaining clear of the school.

Please use your language skills to update members of the community who do not speak English.

Organize a neighborhood support group to centralize communications, care for young children and maintain calm.

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What You Can Expect Schools to Do...

- All visitors on school campuses must report to the office and sign in and sign out.
- Students are released only to authorized persons. It is against the law for unauthorized persons or unwanted visitors to be on campus. Law enforcement will be contacted when needed.
- [Student Internet Safety](#) In compliance with the Children's Internet Protection Act, Poway Unified has revised the Technology Acceptable Use Agreement and implemented a district-wide Internet filtering system.

What You Can Do as Parents...

- Make sure your children are taking the safest routes to school and friends homes, ones that avoid danger spots like alleys, new construction, and wooded areas. Test walk it together.
- Tell your children to stay away from strangers who hang around playgrounds, public restrooms, and empty buildings.
- Tell your children never to open the door to a stranger when they are alone in the house or apartment. Caution them about answering the phone and accidentally letting strangers know they are alone. Children can always say their parents are busy and take a message.
- Make sure they know how to work the door and window locks and they use them when they are inside alone.

- [Megan's Law - Information on Registered Sex Offenders](#); State of California, Justice Department:
 - this site will provide you with access to information on persons required to register in California as sex offenders.

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Biological Threat/Epidemic

Biological Threat:

- Possible [Shelter-in-Place](#) or [Release to Parents](#)

More on school [reunification procedures](#).

Monitor [Emergency Information](#) channels for updates.

Epidemic:

Monitor [Emergency Information](#) channels for school closures.

For more information on home schooling procedures during school closure:

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Guidelines for Families in Dealing with Their Children After a Crisis

The following statement was made by a parent of a child in a school near the World Trade Center on September 11, 2001...

Children's reactions are reflections of their parents. Too many parents expose children to their every emotion: fear, anxiety, anger, worry, etc. The fact is that children want parents to be heroes. If parents can be strong, this will benefit the recovery.

Remain calm. It is important to remain calm in the aftermath of a crisis. Children are greatly influenced by their family's sense of well-being, and anything that families can do to reassure students will be helpful. At the same time, families need to be compassionate listeners when their children speak of the crisis.

Attend to children's reactions. Be alert to children's emotional needs. Individuals recover from crisis at their own pace. Many children will benefit from mental health services regardless of whether they were directly or indirectly involved in the incident.

Return children to normal routine as quickly as possible. Families should adhere to the schedule of the school, and if the school remains open immediately after the aftermath of a crisis, it is important to let children return to school. Adhering to a typical routine will help children in the recovery process.

Refer the Media to the District Public Affairs Officer (858-679-2631). Undoubtedly, the media will try to interview families and children during or after a crisis. Families can make a very positive contribution to the school by referring the media to the PIO.

Attend community meetings. Families will receive invaluable information and support by attending community or school meetings. Community meetings often provide information to help dispel rumors and establish mechanisms of communication with parents, the media, and other affected parties.

[Coping with Children's Reactions to Tragedy and Disaster](#): this document is *currently on the PUSD site*

- Professional Counseling is available through Palomar Family Counseling:
 - (858) 748-3610, ext. 0
- PUSD Student Support Services: [Community Resources](#) (*currently on PUSD site*)

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Prepare by:

- Taking courses in CPR and CERT (emergency training) offered by your community.
- Learning more about your school's [emergency](#) and [reunification](#) procedures.
- Utilizing resources from [Homeland Security and The American Red Cross](#) to formulate emergency plans for your family.
- Reviewing [school safety procedures](#) and discussing them with your children.
- Keeping [emergency phone numbers](#) close by your phones and programmed into your cell phones.

In the event of an emergency, it is natural for parents to want to be reunited with their children immediately. The first priority of school and emergency staff, on the other hand, will be to secure the area, protect the children and tend to the injured. For a response effort to be successful, it is vital that parents not interfere. Your patience and cooperation during such a difficult time can save children's lives.

- Please keep your cars away from the school so that emergency vehicles can have immediate and clear access to the school.
- Please keep clear of the school until reunification procedures begin.
- Please allow evacuations to proceed without interference. You may pick-up your children at their [evacuation center](#). **Remember, if you have children in more than one PUSD school, they will probably all be evacuated to the same location.**
- Please understand and follow [reunification procedures](#).
- Please maintain calm and show respect to school and emergency personnel.

If a school is evacuated or reunification is delayed, you can help your family, school and community by:

- Using your language skills to communicate with members of the community who don't speak English.
- Forming support groups to centralize communication, care for young children and help maintain calm.
- Checking on neighbors who might need extra assistance.
- Donating blood.
- Referring the Media to the District Public Affairs Officer (858-679-2631).

Family Disaster Planning

[Homeland Security](#)

[Make a Plan:](#)

[At Work and School](#)

[American Red Cross](#)

- [Your Family Disaster Plan](#) (pdf) (highly recommended)
- [Disaster Preparedness](#)
- [Prepare.org](#)

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DISTRICT MAP AND SCHOOL ZONES ...

ZONE E

- *E1 Oak Valley Middle – Primary Center
- E2 Stone Ranch Elementary
- E3 Turtleback Elementary

ZONE D

- *D1 Rancho Bernardo High – Primary Center
- *D2 Bernardo Heights Middle – Secondary Center
- D3 Highland Ranch Elementary
- D4 Rolling Hills Elementary
- D5 Westwood Elementary

ZONE B

- *B1 Mt. Carmel High
- Primary Center
- *B2 Black Mountain Middle
- Secondary Center
- B3 Adobe Bluffs Elementary
- B4 Los Penasquitos Elementary
- B5 Sundance Elementary
- B6 Sunset Hills Elementary

ZONE F

- *F1 Westview High
- Primary Center
- *F2 Mesa Verde Middle
- Secondary Center
- F3 Canyon View Elementary
- F4 Deer Canyon Elementary
- F5 Park Village Elementary

ZONE C

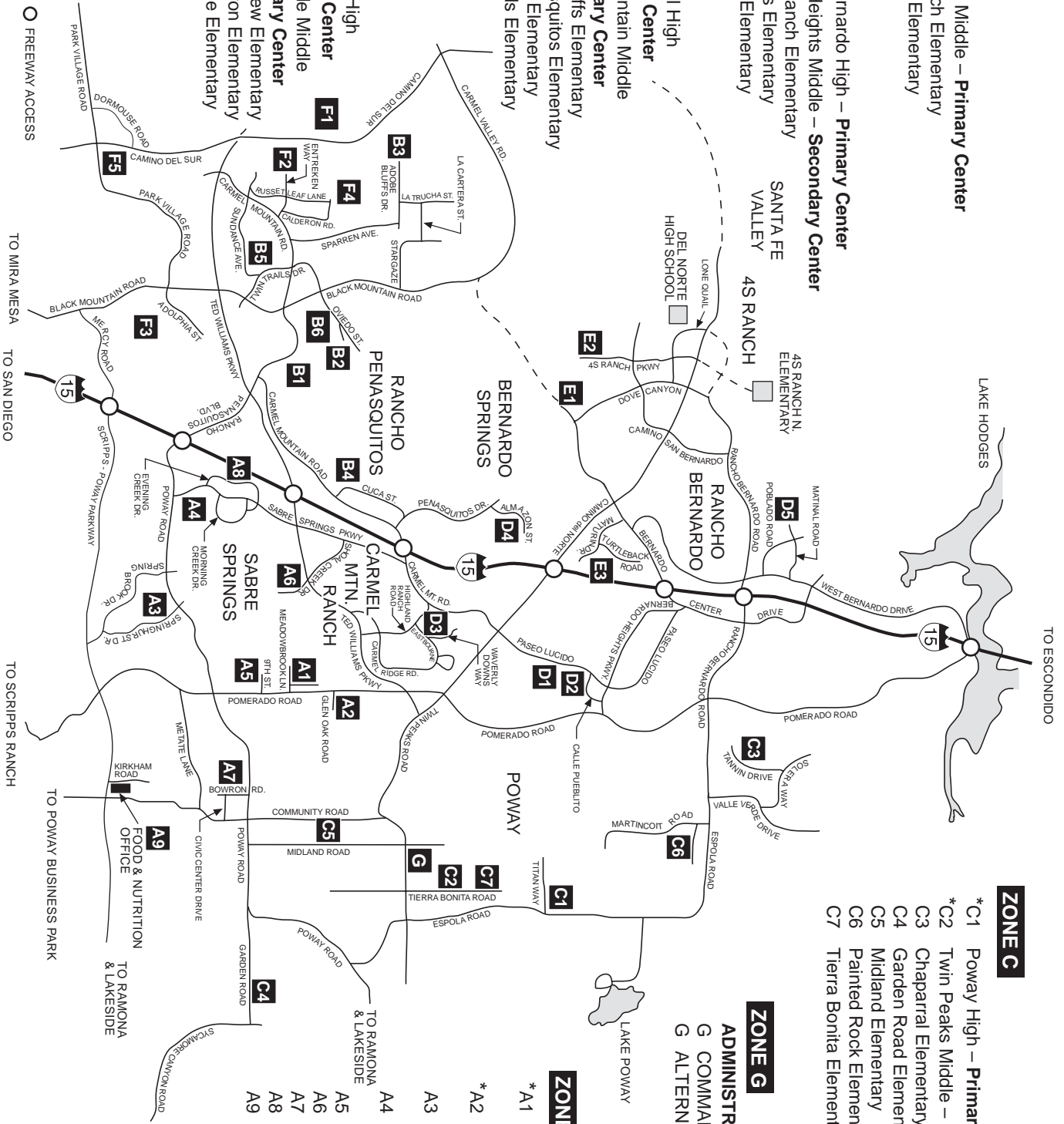
- *C1 Poway High – Primary Center
- *C2 Twin Peaks Middle – Secondary Center
- C3 Chaparral Elementary
- C4 Garden Road Elementary
- C5 Midland Elementary
- C6 Painted Rock Elementary
- C7 Terra Bonita Elementary

ZONE G

- ADMINISTRATIVE OFFICES**
- G COMMAND CENTER (EOC)
- G ALTERNATIVE PROGRAMS

ZONE A

- *A1 Meadowbrook Middle
- Primary Center
- *A2 Abraxas High
- Secondary Center
- A3 Creekside Elementary
- A4 Morning Creek Elementary
- A5 Pomerado Elementary
- A6 Shoal Creek Elementary
- A7 Valley Elementary
- A8 Sabre Springs Satellite
- A9 Poway Business Park



**Within each zone, Primary and Secondary centers may be used to house students for extended periods of time.*

In the Event of a School Emergency!

- Radio station "KFMB/STAR 100" will broadcast updates on **100.7 FM** or **760 AM**.
- District Communications Update Recording for status reports: **(858) 679-2540**
- PUSD Emergency Updates: check <http://www.powayusd.com/news/hotline.html> for updates on school and attendance status.

Emergency Contacts: (Persons listed on your children's school emergency cards):

Elementary School: phone #: _____

Name	Home Phone	Cell Phone

Middle School: phone #: _____

High School: phone #: _____

Main Evacuation Location: _____

In the Event of a School Emergency!

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Elementary School: phone #: _____

Name	Home Phone	Cell Phone

Middle School: phone #: _____

High School: phone #: _____

Main Evacuation Location: _____

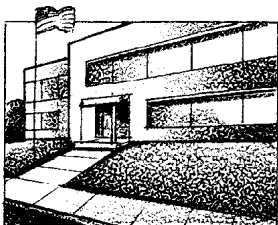
Your Family Disaster Plan



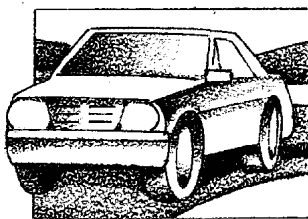
Where will your family be when disaster strikes? They could be anywhere—



at work



at school



or in the car.

How will you find each other? Will you know if your children are safe?

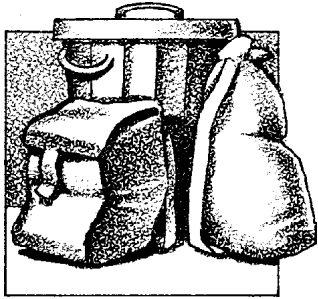
Disaster can strike quickly and without warning. It can force you to evacuate your neighborhood or confine you to your home. What would you do if basic services—water, gas, electricity or telephones—were cut off? Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone right away.

Families can—and do—cope with disaster by preparing in advance and working together as a team. Follow the steps listed in this brochure to create your family's disaster plan. Knowing what to do is your best protection and your responsibility.



EMERGENCY SUPPLIES

Keep enough supplies in your home to meet your needs for at least three days. Assemble a Disaster Supplies Kit with items you may need in an evacuation. Store these supplies in sturdy, easy-to-carry containers such as backpacks, duffel bags or covered trash containers.



Include:

- A three-day supply of water (one gallon per person per day) and food that won't spoil.
- One change of clothing and footwear per person, and one blanket or sleeping bag per person.
- A first aid kit that includes your family's prescription medications.
- Emergency tools including a battery-powered radio, flashlight and plenty of extra batteries.
- An extra set of car keys and a credit card, cash or traveler's checks.
- Sanitation supplies.
- Special items for infant, elderly or disabled family members.
- An extra pair of glasses.

Keep important family documents in a waterproof container. Keep a smaller kit in the trunk of your car.

UTILITIES

Locate the main electric fuse box, water service main and natural gas main. Learn how and when to turn these utilities off. Teach all responsible family members. Keep necessary tools near gas and water shut-off valves.

Remember, turn off the utilities only if you suspect the lines are damaged or if you are instructed to do so. *If you turn the gas off, you will need a professional to turn it back on.*

4 Steps to Safety

1

Find Out What Could Happen to You

Contact your local emergency management or civil defense office and American Red Cross chapter — be prepared to take notes:

- Ask what types of disasters are most likely to happen. Request information on how to prepare for each.
- Learn about your community's warning signals: what they sound like and what you should do when you hear them.
- Ask about animal care after disaster. Animals may not be allowed inside emergency shelters due to health regulations.
- Find out how to help elderly or disabled persons, if needed.
- Next, find out about the disaster plans at your workplace, your children's school or daycare center and other places where your family spends time.

2

Create a Disaster Plan

Meet with your family and discuss why you need to prepare for disaster. Explain the dangers of fire, severe weather and earthquakes to children. Plan to share responsibilities and work together as a team.

- Discuss the types of disasters that are most likely to happen. Explain what to do in each case.
- Pick two places to meet:
 1. Right outside your home in case of a sudden emergency, like a fire.
 2. Outside your neighborhood in case you can't return home. Everyone must know the address and phone number.
- Ask an out-of-state friend to be your "family contact." After a disaster, it's often easier to call long distance. Other family members should call this person and tell them where they are. Everyone must know your contact's phone number.
- Discuss what to do in an evacuation. Plan how to take care of your pets.

Fill out, copy and distribute to all family members



Family Disaster Plan

Emergency Meeting Place _____
outside your home

Meeting Place _____ Phone _____
outside your neighborhood

Address _____

Family Contact _____
(name)

Phone () _____ day Phone () _____ evening

HOME HAZARD HUNT

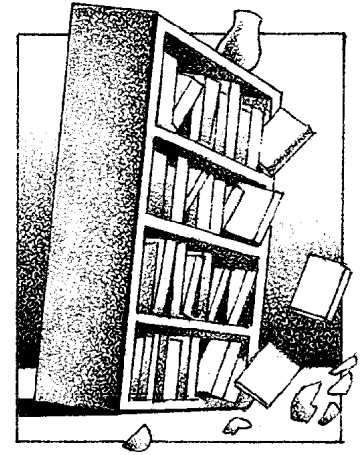
3

Complete This Checklist

- Post emergency telephone numbers by phones (fire, police, ambulance, etc.).
- Teach children how and when to call 911 or your local Emergency Medical Services number for emergency help.
- Show each family member how and when to turn off the water, gas and electricity at the main switches.
- Check if you have adequate insurance coverage.
- Teach each family member how to use the fire extinguisher (ABC type), and show them where it's kept.
- Install smoke detectors on each level of your home, especially near bedrooms.
- Conduct a home hazard hunt.
- Stock emergency supplies and assemble a Disaster Supplies Kit.
- Take a Red Cross first aid and CPR class.
- Determine the best escape routes from your home. Find two ways out of each room.
- Find the safe spots in your home for each type of disaster.

During a disaster, ordinary objects in your home can cause injury or damage. Anything that can move, fall, break or cause a fire is a home hazard. For example, a hot water heater or a bookshelf can fall. Inspect your home at least once a year and fix potential hazards.

Contact your local fire department to learn about home fire hazards.



4

Practice and Maintain Your Plan

- Quiz your kids every six months so they remember what to do.
 - Conduct fire and emergency evacuation drills.
 - Year _____ Drill Date _____
 - _____
 - _____
 - Replace stored water every three months and stored food every six months.
 - Test and recharge your fire extinguisher(s) according to manufacturer's instructions.
 - Test your smoke detectors monthly and change the batteries at least once a year.
 - Jan. July
 - Feb. Aug.
 - Mar. Sep.
 - Apr. Oct.
 - May Nov.
 - June Dec.
- Change batteries in _____ each year.
(month)

EVACUATION

Evacuate immediately if told to do so:

- Listen to your battery-powered radio and follow the instructions of local emergency officials.
- Wear protective clothing and sturdy shoes.
- Take your Disaster Supplies Kit.
- Lock your home.
- Use travel routes specified by local authorities — don't use shortcuts because certain areas may be impassable or dangerous.

If you're sure you have time:

- Shut off water, gas and electricity before leaving, if instructed to do so.
- Post a note telling others when you left and where you are going.
- Make arrangements for your pets.

NEIGHBORS HELPING NEIGHBORS

Working with neighbors can save lives and property. Meet with your neighbors to plan how the neighborhood could work together after a disaster until help arrives. If you're a member of a neighborhood organization, such as a home association or crime watch group, introduce disaster preparedness as a new activity. Know your neighbors' special skills (e.g., medical, technical) and consider how you could help neighbors who have special needs, such as disabled and elderly persons. Make plans for child care in case parents can't get home.

IF DISASTER STRIKES

If disaster strikes

Remain calm and patient. Put your plan into action.

Check for injuries

Give first aid and get help for seriously injured people.

Listen to your battery powered radio for news and instructions

Evacuate, if advised to do so. Wear protective clothing and sturdy shoes.

Check for damage in your home. . .

- Use flashlights — do not light matches or turn on electrical switches, if you suspect damage.
- Check for fires, fire hazards and other household hazards.
- Sniff for gas leaks, starting at the water heater. If you smell gas or suspect a leak, turn off the main gas valve, open windows, and get everyone outside quickly.
- Shut off any other damaged utilities.
- Clean up spilled medicines,

bleaches, gasoline and other flammable liquids immediately.

Remember to . . .

- Confine or secure your pets.
- Call your family contact—do not use the telephone again unless it is a life-threatening emergency.
- Check on your neighbors, especially elderly or disabled persons.
- Make sure you have an adequate water supply in case service is cut off.
- Stay away from downed power lines.



The Federal Emergency Management Agency's Community and Family Preparedness Program and the American Red Cross Community Disaster Education Program are nationwide efforts to help people prepare for disasters of all types. For more information, please contact your local emergency management office and American Red Cross chapter. This brochure and other preparedness materials are available by calling FEMA at 1-800-480-2520, or writing: FEMA, P.O. Box 2012, Jessup, MD 20794-2012.

Publications are also available on the World Wide Web at:

FEMA's Web site: <http://www.fema.gov>

American Red Cross Web site: <http://www.redcross.org>

Ask for: *Are You Ready?*, *Your Family Disaster Supplies Kit* and *Food & Water in an Emergency*.

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September 1991
FEMA L-191
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Your
Family Disaster Plan



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